

MEMORANDUM

MEMORANDUM FOR: Deputy Director/Support
FROM : Deputy Director/Intelligence
SUBJECT : Overcrowding in the Office of Central Reference
REFERENCE : Report of the Inspector General's Survey of the Office of Central Reference

1. The following are comments and a recommendation made by the Inspector General in connection with his recent survey of the Office of Central Reference:

"While it is recognized that space allocations within the Agency are at a premium and there is virtually no additional space available, consideration must be given an over-all review of space allocation within OCR even to the extent of acquiring additional space through intra-Agency shifts to alleviate some of the more pressing space problems which are now affecting efficiency and morale.

"Another undesirable space condition exists in the Graphics Register in Building 14, where the film analysts are widely separated (two floors) from the film library and the film library is widely separated from the film vaults (two floors). One of the secretaries in the Analysis Section of the Film Branch (third floor) is located in a small room on the first floor. The photographic analysts must walk the length of the entire building to consult the master file in the Photographic Library, often as many as four or five times daily. The entire building is 'creaky' and overloaded with heavy safes and tremendous film racks. In this situation, time and effort is wasted because of space conditions which require extra steps and multiple handling of material.

"The Biographic Register has requested that air conditioning be installed in the third floor of the North Building to permit that over-crowded Branch to utilize some of the unused space. OCR has been informed that the action cannot be taken because of GSA regulations to which a considerable portion of the

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rest of the Agency is already an exception.

"The conditions described above are some of the worst. In general, all of OCR is badly overcrowded and the situation is becoming steadily worse as the material continues to flow into the Agency for processing and filing. The space saving possibilities of the Minicard system are at least three years off in terms of space economy and even then will not alleviate the necessity for maintaining a large volume of hard copy material. The space situation in OCR requires an immediate and extensive survey in the interest of economy, efficiency and morale.

"It is recommended that:

"The DD/S direct the Management Staff to conduct an extensive survey of the space condition prevailing in OCR, with particular reference to those cited above, to see if some action can be taken to alleviate the current overcrowding."

2. It is requested that the Management Staff be asked to comply with the above recommendation.

SIGNED

ROBERT AMORY, JR.